

# Careers with the U.S. District Court for the District of Nebraska

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## Mission

The U.S. District Court for the District of Nebraska exists to maintain and perpetuate a law-abiding society by preserving the rule of law through just and orderly resolution of disputes.

## Clerk's Office/Shared Services

The clerk's office/shared services provides administrative, technical, and case management support for the court. It serves judges, the public, members of the bar, and other federal agencies. The clerk's office/shared services offers a variety of positions for people from diverse educational backgrounds; a few examples include programmers, trainers, budget analysts, case management specialists, jury administration clerks, and human resources specialists.

## Pretrial Services Office

The mission of pretrial services is to investigate defendants charged with a federal crime, recommend to the court whether to release or detain the defendants, and supervise the defendants who are released to the community while they await their day in court.

At the core of the day-to-day work of officers is the principle that defendants are presumed innocent until proven guilty. Officers must balance this presumption with the reality that some persons are likely to flee or pose a danger to the community if not detained before trial. Officers' responsibilities require them to work with judges and other court professionals, as well as attorneys, law enforcement agents, and treatment providers.

Officers also investigate federal cases for possible eligibility for pretrial diversion. Diversion is an alternative to prosecution that diverts the defendant from prosecution to a program of supervision administered by the pretrial services officer. Diversion is voluntary; the person may opt to stand trial instead. If placed in the program, the person is supervised by a pretrial services officer. If the person successfully completes supervision, the government declines prosecution and makes no record of the arrest.

## Probation Office

The probation office is responsible for providing meaningful assistance to the court in its deliberations and decisions concerning the sentencing of criminal offenders, and to insure public safety by reducing risk and maximizing offender success, now and in the future.

In particular, probation officers investigate defendants prior to sentencing and then prepare reports to the court. These reports include sentencing recommendations based on analysis of the Sentencing Guidelines and federal statutes. Officers also evaluate the proposed relocation plans of offenders scheduled for release from prison, and work with the Bureau of Prisons to integrate offenders into society through community confinement centers. Officers are also responsible for enforcing conditions imposed on offenders by the court and Parole Commission, including supervising home confinement through electronic monitoring. Officers prepare reports for the court on offenders alleged to have violated the conditions of their supervision.

## Probation and Pretrial Services officer qualifications

Graduate of accredited college/university with a 4-year degree in social sciences or other field appropriate to the position.

At least one year experience doing professional work for the welfare of others.

Under age 37 at the time of appointment.

Good physical health.

Successful completion of background investigation.

## Criteria for internships with the court

Preferably a junior or senior in college or a graduate student with an emphasis in the social sciences or related field.

Preferably able to work at least eight hours per week.

Must possess good writing and automation skills and have the ability to communicate effectively.

Must be non-judgmental, possessing high level of respect for diversity.

Must exhibit a high level of personal integrity and ethical conduct.

## Benefits

Health insurance

Life insurance

Retirement plan

Flexible benefit program

Paid holidays

Annual (vacation) leave

Sick leave

Family medical leave

Flex/alternate work schedule

Parking

Tuition assistance

On-going training

## Locations

Roman L. Hruska U.S. Courthouse

111 South 18th Plaza, Suite 1152

Omaha, NE 68102

Clerk's Office: (402) 661-7350 / (866) 220-4381

Pretrial Services Office: (402) 661-7560

Probation Office: (402) 661-7555

Robert V. Denney Federal Building

100 Centennial Mall North, Room 593

Lincoln, NE 68508

Clerk's Office: (402) 437-5225 / (866) 220-4379

Pretrial Services Office: (402) 437-5795

Probation Office: (402) 437-5223

Federal Building and U.S. Courthouse

300 East 3rd Street

North Platte, NE 69103

(866) 220-4381

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